

PART C (First Steps) MONITORING FILE SELECTION CHART

FY03

Categories of files to pull

CONVERSION CHILDREN	WHAT WE'RE LOOKING FOR
No IFSP	If overdue, reasons for delay If not due yet, does it look like it will get done? If found ineligible, has a termination been done?
Six Month review	Has it been completed? (EI process document checklist completed)
Part C to B Transition	Was transition meeting held in a timely manner? Was a transition plan developed with all required elements and documented in IFSP? Was local school staff invited?
IFSP overdue	Reasons Have services been continued? Auths issued?
Termination	Reasons
Interim IFSP	Was the Interim IFSP done appropriately
Other	Any other unusual things that see from data or file review
NEW KIDS (referral date = or > 4/1/02)	
Completed	IFSP completed in a timely manner? If not, reasons for delay. Process followed? (EI process document checklist completed) Check for eligibility? (EI Eligibility document checklist completed)
No IFSP	Reasons why no IFSP Process followed? (EI process document checklist completed)
Six Month review	Has it been completed? (EI process document checklist completed)
Late referrals (also looking for C to B transition)	How are these being handled? Is Transition to Part B being addressed (See below)?
Part C to B Transition	Was transition meeting held in a timely manner? Was a transition plan developed with all required elements and documented in IFSP? Was local school staff invited?
Termination	Reasons for termination. Is a Termination document being completed and entered into the system?
Interim IFSP	When these are being done, is it being done appropriately? (For the right reasons and process followed?)
Other	Also look for evidence of data entry errors, especially duplicates (most likely with conversion kids, but could be with new kids also.)